



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division**

VACANCY ANNOUNCEMENT

Courthouse Project Coordinator

CL 29 - \$64,307 - \$80,402 *

Announcement Number: 09-21 Position Closes: Open Until Filled Available: Immediately

The position of Courthouse Project Coordinator is responsible for coordinating the planning, designing and construction of various interior architectural/construction projects for the judges and court units within the Florida Middle District. This position will report directly to the Facilities Administrator and is located in the Tampa Division.

Representative Duties

- Oversees the design and construction process on behalf of the court;.
- Provides services related to all aspects of space planning, construction and post-occupancy troubleshooting;
- Reviews solicitations for offers, evaluations and awards for design consultants and construction contractors;
- Monitors and validates all initial costs, change orders and above standard costs. Performs cost evaluation and control at each step of the projects to ensure that budget restrictions are adhered to and that the projects are in compliance with stated objectives.
- Tracks all design/construction issues and time lines;
- Prepares and presents periodic reports on status and/or funding requirements to judicial officers and unit executives;
- Reviews all finish samples, schedules, catalog cuts and shop drawings;
- Acts as liaison between interior contractor, furniture, carpet and furnishing vendors and the judges, Clerk of Court and procurement staff to coordinate the selection of carpeting, furniture and furnishing for chambers and Clerk's offices as needed;
- Coordinates the installation of electrical, telecommunications, automation and sound systems, courtroom technology equipment and security installation;
- Coordinates the acquisition and installation of sound systems with the IT Manager.
- Develops moving plan and coordinates the relocation of the court unit during and following construction.

- Works on a day-to-day basis in an advisory capacity with all court units and judges.
- Reviews, analyzes and recommends space resources; creates space planning and architectural design concepts; interprets architectural drawings and specifications for user groups while maintaining compliance with design specifications, the U.S. Courts Design Guide and any other Judiciary policy.
- Reviews and recommends space resources, creates space planning and interior architectural design concepts and works with architects, interior designers and other court representatives regarding appropriate selection and placement of finishes, furniture and furnishings.
- Oversees furniture and systems workstation layouts.
- Prepares and presents periodic reports on funding, projects or administrative issues.
- Participates in master planning, feasibility and other planning studies on space needs and procurement of such utilizing federal procurement guidelines.
- Maintains compliance with various judicial guides, policies, procedures and codes of other agencies which affect the planning, design and construction of court activities.
- Facilitates meetings with focus groups and conducts surveys to obtain feedback on how best to design space for end users and customers.

Minimum Qualification Requirements

Requires a minimum of five (5) years of progressively responsible project management work experience in architectural, and/or construction disciplines. Experience in developing design programs, reviewing construction documents and estimates, and resolving related issues from preliminary design through construction for complex architectural projects. Familiarity with courthouse or other public sector construction projects, the Federal General Services Administration regulations (GSA P-100), and the U.S. Court Design Guide is desirable.

Information for Applicants

Submit cover letter and resume to Human Resources Manager, Clerk's Office, Attention: 09-21, 401 W. Central Blvd, Suite 2100, Orlando, Florida 32801-0210. Applications will be accepted until the position is filled. Selected interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.